

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a potential data risk that may affect your account.

As part of our commitment to safeguarding your information, we have identified [briefly explain the nature of the risk, e.g., "a security vulnerability in our system"]. We are currently working diligently to address the issue and mitigate any potential impact.

To ensure the security of your data, we recommend that you take the following actions:

- [Action item 1]
- [Action item 2]
- [Action item 3]

We are taking this matter seriously and will keep you updated as we progress in resolving it. Your trust is important to us, and we appreciate your understanding during this time.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]